

**Minutes of the
City Commission for the City of Traverse City**



Regular Meeting

June 20, 2016

A regular meeting of the City Commission of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 7 p.m.

The following Commissioners were in attendance: Mayor Jim Carruthers, Brian Haas, Gary Howe, Richard I. Lewis, Amy Shamroe, and Tim Werner.

The following Commissioner was absent: Mayor Pro Tem Ross Richardson.

The Pledge of Allegiance was recited.

Mayor Jim Carruthers presided at the meeting.

As requested by Commissioner Richard Lewis, Agenda Item 2(m) was removed from the Consent Calendar for individual consideration by the Commission.

As requested by Commissioner Tim Werner, Agenda Item 2(f) was removed from the Consent Calendar for individual consideration by the Commission.

As requested by Rick Buckhalter, 932 Kelly Street, Agenda Items 2(b) and 2(j) were removed from the Consent Calendar for individual consideration by the Commission.

2. Consent Calendar

Moved by Haas, seconded by Shamroe, that the following actions as recommended on the amended Consent Calendar portion of the Agenda be approved:

- a. The minutes of the June 6, Regular Meeting, be approved.

- b. Removed from the Consent Calendar.
- c. the Mayor and City Clerk execute the letter of agreement with the Traverse City Film Festival outlining the scope of the 2016 Traverse City Film Festival, including use of City personnel and facilities, such agreement subject to approval as to its substance by the City Manager; and further that the City Clerk be authorized to issue the related Street Use and Park and Public Land Use Permits.
- d. the 2016-2017 General Insurance Program, as outlined in the City Clerk's June 14, 2016, communication be approved; and that the City Manager be authorized to approve payment for the Program in the total amount of \$356,971, with funds available in the various funds and departmental budgets.
- e. an amendment to the Traverse City Code of Ordinances, Chapter 279, Clarification of Member Voting Rights and Committee Name, which would clarify committee member voting rights and the name of the Committee, which was introduced on June 6, 2016, be enacted with an effective date of June 30, 2016.
- f. Removed from the Consent Calendar.
- g. the City Manager be authorized to issue a purchase order to North Central Laboratories in the amount of \$7,165 for a replacement Labconco SteamScrubber Model #4400320, to be used in the Wastewater Treatment Plant, with funds available in the Sewer Fund.
- h. the City Manager be authorized to issue a confirming purchase/service order in the amount of \$18,485.97 to Blarney Castle for 1,883 gallons of dyed #2 diesel fuel priced at \$1.9091 per gallon for delivery to Duncan L. Clinch Marina.
- i. The City Manager be authorized to issue a blanket purchase order to Blarney Castle for the purchase and delivery of approximately 50,000 gallons, more or less, of unleaded mid-grade gasoline, not to exceed \$.1085 cents above rack price per gallon, and approximately 25,000 gallons, more or less, of #2 diesel fuel, not to exceed \$.1085 cents above rack price per gallon, for resale

during the 2016 boating season, at the Duncan L. Clinch Marina with funds available in the Marina Fund.

- j. Removed from the Consent Calendar.
- k. the Mayor and City Clerk execute a consultant agreement with Vredevelde, Haefner in the total amount of \$78,090 for three years for professional audit services for the fiscal years ending June 30, 2016, 2017, and 2018, plus fees for any single audit of federal grant programs requested by the City, as outlined in the City Treasurer/Finance Director's memo dated June 14, 2016, subject to approval as to substance by the City Manager and form by the City Attorney, with funds available in the City's General Fund and other various funds.
- l. the radios and equipment listed in the memo from Chief Jeffrey O'Brien, dated June 13, 2016, be declared as surplus, that they may be sold to 2 Way Radio Sales/Rentals for a total of \$6,000, with payment made to the City of Traverse City.
- m. Removed from the Consent Calendar.
- n. The City Manager be authorized to issue blanket purchase orders to Nye Uniform Company for uniforms and equipment on an as-needed basis for the Police Department for each of three years of satisfactory service at the rates indicated in its bid on June 8, 2016, effective July 1, 2016, through June 30, 2019, for the Police Department, with funds available in the Police Department Budget.

CARRIED unanimously. (Richardson absent)

Items removed from the Consent Calendar

a.

Consideration of approving a flat rate for event parking not-to-exceed \$15 per entry for public parking.

The following addressed the Commission:

Marty Colburn, City Manager

Rob Bacigalupi, Downtown Development Authority Executive Director

Moved by Howe, seconded by Shamroe, that the City Commission approves a flat rate for parking for special events not-to-exceed \$15 per entry; and that the City Clerk is authorized to incorporate such rate in the City's Directory of Charges.

Nicole VanNess, Parking Administrator

Rick Buckhalter, 932 Kelley Street

CARRIED unanimously. (Richardson absent)

b.

Consideration of authorizing a change order to the contract with Elmer's Crane and Dozer for an entry feature sign and urban planter for Garland Street near Hotel Indigo and a purchase order for plaza furniture, benches, trash receptacles and bike racks; and consideration of authorizing the related documents for equipment that will be placed upon Hotel Indigo property.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Lewis, seconded by Howe, that the Mayor and City Clerk execute a unit prices change order to the contract with Elmer's Crane and Dozer for the 2016 Garland Street Reconstruction Project (originally authorized April 4, 2016), in the amount of \$16,400 more or less, at the unit prices quoted, for a urban planter and entry sign, such change order subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the TIF 97 Fund; and further that the City Manager be authorized to issue a unit prices purchase order to Maglin Site Furniture in the amount of \$28,320, more or less, at the unit prices quoted for planters, benches, bike racks and trash receptacles as outlined in the June 13, 2016, communication from the City Engineer, with funds available in the TIF 97 Fund; and finally that the Mayor and City Clerk execute the necessary documents for placement of the urban planter and entry sign, bike racks,

planters and other furniture on property currently owned by the operator of Hotel Indigo, such documents subject to approval as to their substance by the City Manager and their form by the City Attorney.

CARRIED unanimously. (Richardson absent)

c.

Consideration of authorizing an amendment to the lease with Sparks BBQ to allow it to install a fence on the south edge of the City-owned property leased to it for outdoor dining purposes.

The following addressed the Commission:

Marty Colburn, City Manager
Rick Buckhalter, 932 Kelley Street

Moved by Howe, seconded by Shamroe, that the Mayor and City Clerk execute an amendment to the lease with Sparks BBQ LLC (originally authorized March 21, 2016), for City-owned property directly west of 439 East Front Street, to allow for the installation of a fence between the lease area and the existing sidewalk, such amendment subject to approval as to its substance by the City Manager and its form by the City Attorney.

CARRIED unanimously. (Richardson absent)

d.

Consideration of authorizing a confirming service order for the installation of a 16" line stop in connection with the State Street Reconstruction Project.

The following addressed the Commission:

Marty Colburn, City Manager
Rick Buckhalter, 932 Kelley Street

Moved by Werner, seconded by Howe, that the City Manager be authorized

to approve a confirming service order for the installation of one 16" line stop in the amount of \$12,000.00 to Water Tap, Inc. with funds available in the Water Fund.

CARRIED unanimously. (Richardson absent)

3. Old Business

3(a).

Public Hearing on the assessment roll for Special Improvement District SID 2015-007 which would cause the paving of an existing alley South of 16th Street between Union and Cass Streets, and consideration of adopting the necessary resolution to approve the district and adopting the related budget amendment.

City Clerk Benjamin Marentette asked that those who are part of this proposed Special Improvement District who are in attendance to state their name and address to preserve their right to further appeal; and the following responded:

Larry Miller, 124 E 16th Street
Patricia Light, 126 E 16th S
Jim Robertson, 118 E 16th Street
Pat Woods, 1415 South Union Street

Mayor Carruthers opened the public hearing.

The following addressed the Commission:

Rick Buckhalter, 932 Kelley Street
Dave Socks, 1417 South Union Street
Larry Miller, 124 East 16th Street
Pat Woods, 1415 South Union Street

There being no one further desiring to speak, Mayor Carruthers closed the public hearing.

Tim Lodge, City Engineer

Moved by Lewis, seconded by Shamroe, that the Resolution Approving Special Improvement District SID No. 2015-007, be adopted, and that a budget amendment be made to increase the budgeted revenue and budgeted expenses in the Special Assessment Fund by \$62,000 to reflect the revenue and expenses for this project.

Roll Call:

Yes - Haas, Lewis, Shamroe, Werner, Carruthers.

No - Howe.

CARRIED. (Richardson absent)

3(b).

Public Hearing on fiscal year-end budget amendments for 2015-2016; and consideration of approving the budget amendments.

The following addressed the Commission:

Marty Colburn, City Manager

Mayor Carruthers opened the public hearing.

There being no one desiring to speak, Mayor Carruthers closed the public hearing.

Moved by Howe, seconded by Shamroe, that the budget amendments for Fiscal Year 2015/2016 as outlined in the City Treasurer/Finance Director's memo of June 15, 2016, be approved.

CARRIED unanimously. (Richardson absent)

3(c).

Consideration of authorizing a change order to the contract for 2016 Paving and Resurfacing Projects Phase I to pave the alley south of 16th Street between

Union Street and Cass Street, in connection with SID 2015-007.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Haas, seconded by Howe, that the Mayor and City Clerk execute a unit prices change order to the contract with Elmer's Crane and Dozer for the 2016 Paving and Resurfacing Projects Phase I (originally authorized March 21, 2016), in the amount of \$49,820.50, more or less, for paving the alley south of 16th Street between Union Street and Cass Street, such change order subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the Special Assessment Fund.

CARRIED unanimously. (Richardson absent)

3(d).

Consideration of adopting a resolution approving the Capital Improvements Plan and Capital Project Fund for Fiscal Year 2016-2017; and consideration of adopting a resolution establishing water rates, water service charges and sewer rates.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Lewis, seconded by Haas, that the Resolution Adopting the City of Traverse City Fiscal Year 2016-2017 Capital Improvements Plan and Capital Projects Fund, be adopted.

CARRIED unanimously. (Richardson absent)

Moved by Haas, seconded by Lewis, that the Resolution Establishing Water Rates, Water Service Charges, and Sewer Rates, be adopted.

Rick Buckhalter, 932 Kelley Street

William Twietmeyer, City Treasurer/Finance Director

CARRIED unanimously. (Richardson absent)

4. New Business

4(a).

Consideration of a request from Commissioner Richard Lewis for an ordinance amendment to increase the City Manager's single-transaction spending authority from \$7,000 to \$9,000, as allowed by the City Charter.

The following addressed the Commission:

Marty Colburn, City Manager
Benjamin Marentette, City Clerk

Moved by Shamroe, seconded by Haas, that an amendment to the Traverse City Code of Ordinances, *Single Transaction Authority of City Manager*, which would increase the City Manager's single transaction spending authority from \$7,000 to \$9,000, as allowed by City Charter Section 40, be introduced and scheduled for possible enactment on July 5, 2016.

CARRIED unanimously. (Richardson absent)

4(b).

Consideration of authorizing a purchase order for chemicals for use at the Water Treatment Plant.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Lewis, seconded by Shamroe, that the City Manager be authorized to issue a blanket purchase order to Brenntag Great Lakes not to exceed the amount of \$34,000 for approximately 174 tons of Aluminum Sulfate (Alum), one to Alexander Chemicals not to exceed the amount of \$28,000 for approximately 158 tons of Sodium Hypochlorite (Chlorine), and one to Mosaic

Global Sales not to exceed the amount of \$16,500 for approximately 42 tons of Hydrofluorosilicic Acid (Fluoride) for the purchase of chemicals to be used at the Water Treatment Plant with funds available in the Water Fund.

Roll Call:

Yes - Haas, Howe, Lewis, Shamroe, Werner.

No - Carruthers.

CARRIED. (Richardson absent)

5. Appointments

5(a).

Consideration of appointments to the TIF 2 Development Area Citizens Council, as recommended by the Ad Hoc Interview Committee.

The following addressed the Commission:

Benjamin Marentette, City Clerk

Moved by Haas, seconded by Werner, that a TIF 2 Development Area Citizen's Council be established with the Committee to deliver its report and recommendations to the City Commission; and further that Maureen Smyth, Sarah Lucas, Steve Constantin, and John Serratelli be appointed to serve upon such Committee with terms expiring on December 31, 2016; and that the Downtown Development Authority provide all staff services to the Committee including Open Meetings Act compliance.

Rick Buckhalter, 932 Kelley Street

CARRIED unanimously. (Richardson absent)

5(b).

Consideration of establishing an ad hoc interview committee regarding two appointments to the Traverse City Coast Guard City Committee.

Moved by Haas, seconded by Shamroe, that Stan Simons and Steve Perdue each be reappointed to one three-year term expiring August 25, 2019, seats previously held by Stan Simons and Steve Perdue, on the Coast Guard City Committee.

CARRIED unanimously. (Richardson absent)

6. Reports and Communications

The following were received and filed:

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
 1. Reports from members of the Commission serving on boards.
 2. Minutes of the Act 345 Retirement System meeting of July 29, 2015.
 3. Minutes of the Traverse City Arts Commission meeting of August 21, 2015.
- e. Reports and correspondence from non-City officials.
 1. None.

7. Public Comment

The following addressed the Commission:

1. Reserved.

1. Gary Wilson, 1445 E. Maplewing, Cedar, Michigan, regarding
“The Blue Angels.”

Tim Keenan, 508 Cromwell, Veterans For Peace
Nicholas Sica, 708 North Dockside Circle E-3, Suttons Bay

2. General.

Patrick Ivory, 1001 Washington Street
Tom Maier, 612 Fifth Street
Pete Moller, 414 West 16th Street
Mary Eshbach, 1445 East Maple Wing, Cedar
Rick Buckhalter, 932 Kelley Street
Bill Wiesner, 7998 East Fouch Road, Elmwood Township

3. Mayor and City Commissioners.

Commissioner Richard Lewis
Commissioner Brian Haas
Commissioner Gary Howe
Mayor Jim Carruthers

8. Adjournment

There being no objection, Mayor Jim Carruthers declared the meeting adjourned at 9:07 pm.

Benjamin Marentette, MMC
City Clerk

Approved: _____,
(Date) (Initials)